

From: Blewett, Jay
Sent: Wednesday, November 09, 2005 11:33 AM
To: DL-IM-PRO's; DL-IM-RLO's; DL-IM-RMFO's
Cc: ITC Mailbox; DL-IM-11-05
Subject: RM Numbered Memo 06-07: Request to Federal agencies for information about their use of records storage facilities [NWM 26.2005]

The National Archives and Records Administration has issued a request (in the regulations cited below) that each Agency provide a listing of non-FRC records storage facilities used to store Agency records. This listing should include commercial and non-DOE records storage facilities as well as those operated by DOE or DOE Contractors as a records storage facility.

For the purposes of this memo, only storage facilities with capacities of **25,000 cubic feet or greater** need to be reported.

An Excel spreadsheet is attached to this e-mail is for your use as a template in reporting the information requested by NARA and DOE HQ. Please provide your responses to Jay Blewett at jay.blewett@hq.doe.gov by **December 9, 2005**. Thanks.



NARA NWM26-05
Listing.xls (20 ...)

For Sharon Evelin (Jay Blewett)

Jay Blewett
Millican & Associates
(Supporting IM-11)
301 903-9608
Germantown CA-347

-----Original Message-----

From: RM Communications [<mailto:RM.Communications@nara.gov>]
Sent: Friday, September 30, 2005 3:01 PM
To: Evelin, Sharon
Subject: NWM 26.2005 Request to Federal agencies for information about their use of records storage facilities.

September 30, 2005

NWM 29.2005

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Request to Federal agencies for information about their use of records storage facilities.

The National Archives and Records Administration issued revisions to 36 CFR part 1228, subpart K, which went into effect on September 28, 2005.

Under both the revised regulation and the original regulation promulgated in 1999, agencies are required to notify NARA when they use agency records centers or commercial records centers to store their records and to certify to NARA that the records center complies with NARA's minimum structural, environmental, property, and life-safety standards that a records storage facility must meet when the facility is used for the storage of Federal records.

To meet the first part of this obligation, please provide us with a list of any non-NARA-run records storage facilities that your agency uses to store agency records, be they run by the agency, a contractor, a commercial vendor, or another agency. Include on the list the names and addresses of the facilities. If your agency uses only NARA-run facilities, please submit a statement to that effect.

Please send the list with addresses of all storage facilities used by your agency or the statement indicating that you use only NARA-run facilities to RM.Communications@nara.gov no later than November 14, 2005.

Thank you,

PAUL M. WESTER, JR.
Director
Modern Records Programs